

# THE TULALIP TRIBES

## Job Description

**JOB TITLE:** On-Call Laborer/ Custodial

**JOB NUMBER:** TTT-059 -2007

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

### **EDUCATION:**

- ☐ High School Diploma or GED equivalent \* (Attach copies of all Education and/or Training with application)
- \* If applicant does not meet this education requirement, the Employment Department strongly encourages active participation in a GED / HS and or Training Classes offered.

### **SKILLS:**

- ☐ Must be self motivated with the ability to work under minimal supervision while staying on task and keeping regular maintenance schedules.
- ☐ Ability to perform manual laborer including lifting of objects.
- ☐ Ability to work with a variety of cleaning chemicals and solvents safely and as directed.
- ☐ Ability to read and understand the operation of equipment and use of chemicals.

### **EXPERIENCE:**

- ☐ Minimum of six (6) months of related maintenance experience. (*preferred*)
- ☐ Prior experience working with cleaning chemicals and/or solvents (*preferred*)

### **OTHER REQUIREMENTS:**

- ☐ Must possess and maintain a valid Washington state driver's license. (**Must Attach Copy**)
- ☐ Must successfully pass light/medium rating for physical and agility tests to determine if physically capable to perform the essential job functions. (**Test Required**)
- ☐ Must be able to work evenings, weekends, and/or holidays as needed or requested.
- ☐ Must be able to commit to strive for an successful employment history with Tulalip Tribes or other employers

### **Physical Characteristics and/or Prerequisites:**

- ☐ Stamina and/or ability to stand and/or walk for prolonged periods of time.
- ☐ Ability to perform tasks that require bending, kneeling, and/or stooping.
- ☐ Mobility to climb stairs and/or ladders.
- ☐ Strength and mobility to lift objects weighing a minimum of 50 lbs. on a frequent basis.

**Tribal Department:** Maintenance

**Employee Classification:** Non-Exempt

**Job Summary:** Responsible for keeping and maintaining Tribal buildings in a clean and orderly manner.

**Employee Reports To:** Manager or Designee

**Extent of Job Authority:** To perform custodial tasks in accordance with established procedures.

### **Specific Duties Performed:**

1. Scrubs tiled areas such as restrooms, showers, dressing rooms, and kitchen.
2. Vacuums carpeting in office areas of Tribal buildings, as well as, the gym.
3. Empties waste baskets and disposes of refuse as directed.
4. Sweeps, mops, and sanitizes the bathrooms and kitchen areas.
5. Refills paper products in the bathrooms as needed.
6. Moves or straightens office furniture as requested or directed.
7. Washes windows as directed.
8. Shampoos and bonnet carpets.
9. Assists with building preparation for Tribal activities.
10. Monitors assigned areas for cleanliness.
11. Picks up garbage twice daily from all buildings.
12. Assists with the set up for all Tribal sponsored events.

**Performs other related duties to fulfill the scope of work as outlined or deemed necessary**

**Term of Employment:      On-Going, On-Call / Temporary**

This is an on-call position, which will be filled when needed.

An on-call employee is temporarily employed on an hourly basis; whose name is kept on a list of on-call employees; who may be called in as needed to fill vacancies due to call ins, employees on leave, temporary work, or other reasons; who is not guaranteed a minimum number of work hours in any given work week; who upon accepting employment must comply with all provisions of this Ordinance; who is entitled to employee benefits only if the job description for the particular on-call position into which the employees is hired specifically provides for employee benefits for on-call employees; who is qualified for the on-call position in which the employee is employed; and who shall not have a right to the grievance process under this Ordinance. An on-call employee may be dismissed for justified cause or released when on-call work is no longer needed.

**Opening Date:      March 12, 2007**

**Closing Date:      On-Going On-Call File**

**Pay Range:      \$13.35 hourly**